

<p align="center">Eastern ROP 5: EMERGENCY CLOSINGS</p>	<p align="center">Page 1 of 1</p>
<p align="center">Division of Forensic Science</p> <p align="center">Eastern Laboratory's Regional Operating Procedures</p>	<p>Amendment Designator: 0</p>
	<p>Effective Date: 8 Feb 2003</p>
<p align="center">ROP 5: Emergency Closings</p> <p>1 Purpose</p> <p>This ROP provides guidelines for laboratory closings due to emergency conditions such as inclement weather, utility failure, or other forced evacuations.</p> <p>2 Reference</p> <p>DHRM Policy 1.35, <i>Emergency Closing</i></p> <p>3 DHRM Requirements</p> <p>3.1 The Eastern Laboratory Director or designee will make closing decisions affecting DFS operations in Norfolk. To the extent practicable, decisions on closings for non-weather related conditions will include consultation with the Deputy Division Director or Division Director.</p> <p>3.2 All positions in the Eastern Laboratory are “non-designated” positions.</p> <p>3.3 Employees will be notified in writing if their positions are changed to a “designated” status.</p> <p>4 Notification of Closing</p> <p>4.1 The Laboratory Director or designee will evaluate the weather and travel conditions based on available sources. If closure or delayed opening is indicated, personnel will be notified through their section supervisors via the telephone by 6:15 a.m. on inclement weather days.</p> <p>4.2 Closing decisions made during working hours will be announced at the office through the telephone paging system.</p> <p>4.3 The Forensic Office Manager will maintain and provide to supervisors a personnel list with up-to-date contact phone numbers. Each employee is responsible for providing timely changes in phone numbers.</p> <p>4.4 Employees with early start times on an alternate work schedule which normally requires a departure earlier than 6:15 a.m. should evaluate conditions and consider a delayed departure time.</p> <p>5 Compensation</p> <p>5.1 Compensation during authorized closings will be according to applicable DHRM and DCJS policies at the time of the closing.</p> <p>5.2 Departure from home prior to an announcement of reporting to work due to failure to receive the announcement will not result in earning compensatory time unless there are extreme extenuating circumstances.</p> <p>5.3 Employees will request leave for lost time due to inclement weather when the laboratory was not closed. A request for an exception to this policy on a case by case basis can be submitted through the Section Supervisor to the Laboratory Director for consideration.</p> <p align="right">◆ End</p>	